

## **Institutional, Professional, and Community Service in the College of Education**

Faculty service is essential to the College of Education's success in fulfilling its core mission and is a responsibility of faculty. A core value of the university and certainly within the departments housed within the College of Education, service to others is a foundational value. Faculty in applicable roles will be held accountable for that responsibility; likewise, faculty service will be acknowledged and rewarded according to specific expectations relative to respective position descriptions.

Faculty members perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the programs in the university and at the college and departmental levels (institutional service). Faculty members also provide service to their disciplines that furthers the work of their academic areas (professional service). Additionally, faculty make contributions to the larger community by engaging in activities and assuming responsibilities, making their communities better places (community service). As service opportunities present themselves in many forms, questions concerning the validity and the appropriate designation of each service activity should be directed to a faculty member's respective department head and/or discussed during the annual evaluation conference.

In presenting credentials for promotion or in continuing in a position at the university, faculty members should document service in the following areas: (1) service to the institution; (2) service to the academic discipline or profession; and (3) service to the larger community. While faculty are expected to engage in service activities in each of the three areas, promotion from assistant professor to associate professor requires *sustained* annual service in two of the three categories (and must include institutional service). Promotion from associate professor to professor requires *sustained* annual service in each of the three categories. Faculty who carry the rank of instructor are expected to demonstrate *sustained* annual service in two of the three categories (and must include institutional service) for continuous employment. Faculty members submitting documents for post tenure review are expected to demonstrate *sustained* annual service in two of the three categories (and must include institutional service).

Listed below are examples of service activities in each of the three categories (institutional, professional, and community). Some examples are fluid and may qualify for more than one category and in such case, faculty should confer with their respective department head as to which category is needed and where the activity most appropriately fits. The list below is **NOT** exhaustive and is provided only as possible suggestions to guide faculty in categorizing and making decisions about service activities.

### Service to the institution

- Committee and taskforce membership at any level (department, college, university) in the university
- Authorship of departmental reports or documents
- Direct or coordinate a program
- Help to develop a program

- Organize faculty or student seminars
- Conducts workshops/trainings within the department/college/university
- Host/plan student development activities
- Serve as a faculty representative for a student team or organization
- Represent the department, college, or university at official events such as Texan Orientation, Texan Tours, etc.
- Supervise student research outside of course requirements (this could also qualify for scholarship)
- Organize or serve as a liaison for Study Abroad/Study Away opportunities

#### Service to the profession

- Maintain an office in a professional organization
- Act as an active member of professional organizations (e.g. APA, SWPA, etc.)
- Plan a conference
- Review conference proposals or serve on an academic review committee
- Chair or organize a session in a conference
- Serve as an editor/subeditor of research journals
- Serve as a reviewer for journal articles or textbooks
- Serve as a reviewer for externally funded grants

#### Service to the community

- Serve on a committee
- Serve on a board, as a liaison, or in other service roles for community organizations
- Facilitate student engagement in community service activities
- Membership and activity in local civic organizations
- Conducts workshops/trainings

## COLLEGE OF EDUCATION FACULTY SERVICE GUIDELINES

### A Commitment to Sustained Participation in Community, University, and Professional Service

	Instructor	Tenure and Promotion to Associate Professor	Promotion to Professor
Undergraduate and Graduate Faculty	Faculty who carry the rank of instructor are expected to demonstrate <i>sustained</i> annual service in two of the three categories for continuous employment.	Promotion from assistant professor to associate professor requires <i>sustained</i> annual service in two of the three categories.	Promotion from associate professor to professor requires <i>sustained</i> annual service in each of the three categories.